POSITION ANNOUNCEMENT

DEPUTY CITY ATTORNEY

LABOR RELATIONS DIVISION

MUNICIPAL LAW BRANCH

SALARY RANGE: $87,821 - $206,524

POSITION:
The Labor Relations Division of the Office of the City Attorney has an immediate opening for an attorney.

SECTION:
The Labor Relations Division is a confidential section which counsels and represents most of City government in employee relations and labor matters:

1. The legal aspects of employee and labor relations in City government encompasses a vast subject matter consisting of law developed at the federal, state, and local government levels concerning, as examples, employee discipline, collective bargaining with employee organizations, the operation of the civil service system, equal employment opportunity, wage/hour laws, and workplace violence prevention. The work of the Division consists of responding to advisory requests in this subject area and recognizing areas requiring proactive advice with respect to the majority of City government, with the exception of most matters involving the proprietary departments and the LAPD. One of the primary goals of the Division is to proactively work with Departments to reduce or eliminate the filing of new employment or labor related lawsuits. The Division also handles occasional writ proceedings in state court arising from employee matters, and related appeals.

2. The Division’s resources are also devoted to handling arbitrations and administrative cases brought by employees and their unions, or administrative agencies, such as Cal-OSHA, the Employee Relations Board, the Labor Commissioner, and others, as well as grievance and disciplinary arbitrations. All administrative litigation takes place in hearings within the City and before courts and administrative agencies, primarily at the state level.

3. The Division houses the Office’s Workplace Violence Prevention Unit, which takes reports, assists in violence assessments and security concerns, and obtains restraining orders, as needed, for all City departments and entities, including proprietary departments. The Division also staffs the Civil Service Commission and two City Council Committees.
4. Division attorney responsibilities commonly bring Division attorneys into contact with City elected officials and City departmental executive management.

**DUTIES:**

It is anticipated that the selected attorney will initially be assigned to advice, administrative advocacy and workplace violence prevention matters.

**REQUIRED QUALIFICATIONS:**

Applicants for this position must have a license to practice law in all of the courts in the State of California. Additional requirements include:

1. License to practice law in all courts in the State of California.
2. Five or more years of legal practice.
3. Demonstrated high-level written and oral communication skills, and
4. Strong organizational and problem solving skills, and the ability to prioritize and concurrently complete multiple assignments.
5. Able to speak on various topics in conducting training in the areas of discrimination, harassment, and workplace violence prevention to departments, elected offices, and Neighborhood Councils, as needed.

**DESIRED QUALIFICATIONS:**

1. Knowledge of labor and employment law;
2. Experience and ability in dealing with governmental agencies, public officials, and client management and personnel, as well as members of the public;
3. Experience in resolving and advising on complex and/or sensitive matters;
4. Experience with municipal law (including the Ralph M. Brown Act, California Public Records Act, and Public Employee Relations Board);
5. A command of administrative law, such as arbitrations or other hearings – such experience in the area of employment/labor is strongly preferred.
6. Whether or not the applicant has had prior litigation experience will be a consideration given the goals of the Division, but is not a prerequisite to application. Primary attention will be directed to the applicant's overall capabilities as an attorney.
7. Essential to the practice in the Division are strengths in legal research and writing, oral advocacy, and the exercise of sound judgment.

**WRITING SAMPLE:**

Candidates are required to submit a recent writing sample, of which they were the sole or primary author.

**PROBATION:**

Appointment to these exempt positions (non-Civil-Service) will be subject to a two (2) year probationary period as required by Section 1050 of the City Charter. Successful completion of the two (2) year probationary period will result in tenure with the office.

**APPLICATION AND DEADLINE:**

Attorneys interested in applying should submit a resume, writing sample, and cover letter specifying “DCA - LABOR RELATIONS” in ONE (1) pdf file via email only to atty.recruit@lacity.org.
Select applicants will be interviewed and, if moved forward, may be asked to provide a brief oral presentation.

Position announcement will remain open until position is filled.

**CONFLICT OF INTEREST:**

This position is designated on Category 15 of the Conflict of Interest Code. Attorneys in the Division are members of the **Confidential Attorneys Unit (MOU 31)** for purposes of meeting and conferring over the terms and conditions of employment.

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A COVERED ENTITY UNDER TITLE II OF THE AMERICANS WITH DISABILITIES ACT, THE CITY OF LOS ANGELES DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY AND, UPON REQUEST, WILL PROVIDE REASONABLE ACCOMMODATION TO ENSURE EQUAL ACCESS TO ITS PROGRAMS, SERVICES AND ACTIVITIES. TO REQUEST A REASONABLE ACCOMMODATION, PLEASE CALL (213) 978-7160.